

LELAND TOWNSHIP PUBLIC LIBRARY: A FIVE-YEAR PLAN

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Adopted 2-10-03

Amended and approved 12-08-04 Updated January, 2006

CATEGORY: 1. GOVERNANCE & ADMINISTRATION¹

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Maintain strong relationship between Leland Township and Leland Township Library Boards	<ol style="list-style-type: none"> 1. Library financial records included with annual Township audit 2. Township Rep attends all Library Board Meetings. 3. Library Board meets regularly with Township Board reps on budget issues. 	Ongoing; Library budget reviewed semi-annually
Maintain Library's policy manual	<ol style="list-style-type: none"> 1. Coordinate with Township policies – Reviewed and Updated monthly 	Ongoing
Participate in relevant Library of Michigan and Mid Michigan Library League activities	<ol style="list-style-type: none"> 1. Staff attends relevant meetings of the MMLL 2. Director attended MMLL new staff workshop in June 2005 and has been certified by LoM - allows library to continue to receive State Aid; 3.7 CEUs have been awarded from attendance at other appropriate trainings. 	Ongoing
Foster ongoing relationship with other county libraries	<ol style="list-style-type: none"> 1. Staff meets with and attends meetings with other library staff 2. Leelanau County library staff met Quarterly in 2005 3. Pursued joint efforts to protect revenue sources (i.e., penal fines) 	Ongoing
Identify funds development needs.	<ol style="list-style-type: none"> 1. 2005 – met with Friends Board to Gather input from Friends of the Library and patrons 2. Form public advisory committee to assess long term library funding needs 3. Revise Budget to define Fund Balance categories and uses 	<ol style="list-style-type: none"> 1. Ongoing 2. End 2006 3. End 2006
Review and update By-Laws	<ol style="list-style-type: none"> 1. Review annually. September 2005 	Yearly – Sept.
Review and evaluate status of Five Year Plan	<ol style="list-style-type: none"> 1. Review annually in November, December 2005 	Yearly – Nov.
Pursue LoM Quality Services Certification	<ol style="list-style-type: none"> 1. Meeting 68 Criteria established by LoM as benchmarks for Excellent Service (highest level of service) 	April 2006

¹ These six categories were established for planning purposes by the Michigan Library Quality Services Advisory Committee

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Red = Future actions; Blue = Completed in 2005/ongoing

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CATEGORY: 2. PERSONNEL AND HUMAN RESOURCES

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Staff the Library for maximum efficiency and continuity	Staff Job descriptions formally adopted Jan. 2005; 15 Hour week/assistant librarian hired 11-01-05. Review staffing needs towards increased staff levels.	
Provide ongoing professional development opportunities for paid staff	1. Director attended Beginning Workshop; received certification from LoM; attended trainings = to 3.7 hrs. CEUs (37 class hours) 2. Subscribe to professional organizations, eg. ALA, MLC, Local Business Associations (LL & Leland); etc.	1. Ongoing 2. Within next year
Recruit, train and recognize Library volunteers	1. Annual Volunteer Recognition event held July 2005 2. Staff will develop volunteer orientation package. 3. Staff and automation contractor conducted technology training for volunteers April/May 2005 Staff will continue recruiting volunteers –8 new volunteers added to staff in 2005	1. Annual 2. Spring 2007 3. Completed April/May 2005 4. Ongoing
Conduct annual service evaluations with staff	1. Review and update evaluation forms – Completed 2005 2. Conduct annual staff evaluations – Completed in Nov.	1. Jan - Annually 2. Yearly in November
Maximize relationship with Friends of the Library	1. Continue process of Friends becoming 501© (3): Completed 2005 2. Meet regularly with Friends to discuss financial needs of the Library	1. Completed. 2. Friends Rep participate/report at Library Board meetings
Conduct annual Board self-evaluation	Conducted annually – October	Annual – October beginning 2006
Identify potential Board member candidates.	Conduct orientation for new Board members – One new board member in 2005 – orientation completed.	Ongoing

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CATEGORY: 3. SERVICES TO THE PUBLIC

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Continue to assess patron needs	<ol style="list-style-type: none"> 1. Conduct informal discussions with patrons about library issues and concerns including technology and computer needs 2. Monitor small library trends nationwide dealing with public service 3. Patron Suggestion Box 	1. Ongoing
Expand community programming and special group activities	<ol style="list-style-type: none"> 1. Continue with Friends Books Sale – Held 2x times year; raised 2. Continue and expand summer children’s programming 3. Continue Library as a Court Community Service Worksite (one student participated in 2005) 4. Participated in Heritage Day Event with Old Art Building and the Leelanau Historical Society—2004,2005 5. Further explore partnerships with Township High Schools: Newsletter articles, Outreach to Teachers; free educational videos to schools, purchased AP English materials, 2005; hosted TV Turnoff event, 2005; hosted Leelanau Reads event, 2005 6. Explore special program opportunities with groups such as Lamplighters – Gather info.about groups; schedule presentations 7. Offer new community programs; 2 scheduled for 2006 8. Increase services to Contracted service areas (Cleveland, Centerville, Solon) 9. Investigate on-site services to village of Lake Leelanau 10. Increase use of Munnecke room by community groups 11. Increase hours open 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3.Ongoing 4. Ongoing 5.Yrly. April 2005 6. Ongoing 7. During 2006 8. By 2007 9. During 2006 10. End 2006 11. 2007
Conduct user study of Library public computers	Design questionnaire	June 2006
Explore home delivery outreach program for Township residents	<ol style="list-style-type: none"> 1. Discuss opportunities with patrons. 2. Have gathered info from other Libraries on Programs. 3. Survey area adult care facilities for program opportunities. 	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. April 2006

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Provide electronic access to library materials as required by our patrons.	Research costs and feasibility of Internet Card Catalog (for Leland), e-books, downloadable audio books, expanded public computers, on-line research materials (encyclopedias, etc).	End 2006
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CATEGORY: 4. PUBLIC RELATIONS

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Continue to maintain communications with the public	<ol style="list-style-type: none">1. Maintain 'photo board' of all volunteers and staff at the library2. Continue to donate books to local jail, schools, and senior housing centers3. Update Main Street kiosk board on regular basis4. Produce and distribute annual report5. Develop a Library Web Site6. Advertise library workshops and events7. Prepare annual newsletter for all residents	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. April 20065. End 20066. Ongoing7. End Mar. 2006
Explore feasibility of regular newspaper column with other county librarians	Have begun discussions @ 1/4ly news column – 1 x year for each library.	Fall 2006
Ensure Public Relations is a priority for the Library.	<ol style="list-style-type: none">1. Develop and approve a Public Relations Policy done 1-23-062. Establish a public relations line item in the budget done 1-23-06	<ol style="list-style-type: none">1. 20062. 2006

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CATEGORY: 5. FACILITIES AND EQUIPMENT

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Continue to assess interior layout of Library to better accommodate growing collection and patron needs	<ol style="list-style-type: none"> 1. Continue collection weeding process - staff 2. Have met with two different design companies; plan to be developed 3. Interior refurbish and redesign as needed 	<ol style="list-style-type: none"> 1. Ongoing 2. End 2006 3. End 2008
Conduct annual review of physical plant and grounds	<ol style="list-style-type: none"> 1. Assign responsibility to Board member: Committee established Jan 2005. Georgia Rivers & George Basta (1-25-05) 2. Prepare review checklist Completed, May 2005 3. Coordinate with Township 4. Work with Historical Society/Museum to assess current relationship regarding grounds maintenance. 	<ol style="list-style-type: none"> 1. Done 1-25-05 2. May 2005 done 3. Ongoing 4. End 2006
Conduct annual maintenance of exterior, interior, and outdoor area	<ol style="list-style-type: none"> 1. Assign responsibilities to staff and Board – Committee established. 2. Coordinate with Township Work completed in 2005 included roof moss removed & roof treated; exterior trim cleaned and painted; trees trimmed and removed; shrubs thinned; parking lot re-lined; building sprayed; furnace serviced – new thermostat installed; estimates for electronic air filters secured – much of the work done by Township maintenance person. 	<ol style="list-style-type: none"> 1. January, 2005 2. Completed in 2005; will be assessed annually for updates.
Determine long term needs for Library	Establish a Public Advisory Committee to provide input	December 2006

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CATEGORY: 6. TECHNOLOGY

GOAL	ACTIVITIES/Person Responsible	TIMELINE
Implement a resource automation plan	1. Continue to work with technology vendor, NuGen - completed 2. Prepare patron cards completed 1400 issued in 2005 3. Place barcodes on library materials – completed April 2005 – 30,000 items cataloged and barcoded. 4. Update authority catalog	1-3 completed , 2005 4. End 2007
Maintain County website Library homepage	Regular updates to homepage – Site is updated regularly	Ongoing
Update accounting practices	1. Design system to issue receipts for every transaction 2. Design and implement system to reconcile cash accounts every day – Completed during 2005	1. Fiscal year 2009 2. Fiscal year 2009 Completed 2005
Write a Library Technology Plan that addresses upgrading services and replacement of equipment on regular basis	1. Staff Research model plans from other libraries 2. Staff Prepare Draft for Board Review 3. Inventory current equipment	1-3. To be completed by end 2006
Stay abreast of and maintain information technology to provide electronic access as required by patrons	1. Assess patron needs – discussion, surveys, suggestion box 2. Staff research and prepare cost estimates	1-2. Spring 2007
Update and upgrade copy and fax machine – used by public and staff	Research costs; make recommendation to Board	End 2007

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